

<p>Students 9111</p> <hr/> <p>Secondary Attendance Practices</p>	Administrative Application	
	Last Reviewed /Approved on:	January 29, 2019
	References:	The Education Act, Section 156-161 Policy 12 – Role of the Director
	Status:	Operational

Preamble

All secondary mainstream programs of the Regina Catholic School Division (RCSD) will be consistent in regards to student attendance, behaviour, and success according to the standards provided below:

1. To ensure the integrity of the curriculum being taught, all students **must attend a minimum of 85%** of any class for which they are registered in order to receive a final grade for the class. Any student who is absent for **more than 15% (15 periods – excused or unexcused – suspensions included)** of any particular class may be dismissed from the class.
2. In order to ensure the integrity of the curriculum being taught, all students **must be punctual a minimum of 85%** for each of their classes in order to receive a final grade for the class. Any student who is tardy for **more than 15% (15 periods – excused or unexcused)** of any particular class may be dismissed from the class.)
3. Any student failing a class in semester one, or who is dismissed from a semester one class because they are in violation of the attendance standards described in #1 and/or #2 above, **will not have the option of repeating the class in semester two** of that academic school year. The student's options would be:
 - a. To choose a Summer School option as outlined in *Administrative Application 8770 – Summer School*,
 - b. To request registration in the class through RCSD Learning Online as per registration guidelines,
 - c. To request registration in the class the following academic year,
 - d. To write a teacher-prepared or Departmental supplemental exam if the class is the last 30 level credit needed to meet Ministry of Education requirements for a grade 12 diploma.

It is our responsibility to work with each student and their family to ensure that the student receives the best education possible, and we understand that positive attendance habits allow us to ensure the success of the student. Therefore, in instances where attendance has been identified as a problem for a particular student, each school will attempt to improve the student's attendance with a number of the following interventions:

- a. Teacher, administrative, and automated phone calls to parents/guardians.
- b. Letters sent to parents/guardians.

- c. In-School Interventions (student conferences involving counsellors and/or administration; parent conferences involving the student, counsellors and/or administration; pull-out time from regularly scheduled classes to allow for assessment of potential problems that may be the underlying cause of attendance issues).
- d. Tutorial/Resource/Fast Track/Transition Room programs that assist students in meeting academic success in classes that they have fallen behind in or which they have repeatedly failed. When students are placed into this type of program, the success they experience tends to result in improved attendance practices by the students.
- e. Renewable attendance contracts signed by students, parents/guardians, and school administration. Each renewal of the contract includes a meeting with the student, their parents, and administration with any successes being celebrated.
- f. Reduced/adjusted timetable that better meets the needs of a particular student.
- g. Recommendation for alternate placement (St. Luke [ENCORE, QHS], Alternative Education, Cornwall School).
- h. Counsellor/administrative interventions and referrals (anger management, personal counselling, drug and alcohol assessment, drug and alcohol counselling, academic testing, etc.).

Where consideration has been given (through the use of some or all of the above intervention processes) and the school feels that it has exhausted its options in helping a student with their attendance struggles, the school administration will look at adhering to the above attendance practices in regards to students who go beyond being absent 15% of their classes or who are unsuccessful in passing a class in semester one of any academic year.

Appeal Process

In the event that an extenuating personal circumstance occurs, then parents/guardians must complete the **Application of Appeal – Extenuating Circumstances (F9110.2)** or **Application for Exemption – Prior Knowledge (F9110.1)** to initiate a formal review.

Application

1. All parents and students will be made aware of the attendance policy through:
 - a. Personal letters to each family
 - b. School Communications - newsletters, school website links, student handbooks
 - c. Parent information night
 - d. Student grade-level assemblies
2. The administration of each school will determine how attendance and punctuality will be monitored.
3. Teachers and office personnel will be diligent in marking attendance and tardiness accordingly.
 - a. **For students 16 years of age or older:**

The following interventions for absences or lates will occur:

- i. At three (3) to five (5) absences or lates, Student Services will be notified to assist the student in being more successful if the concern occurs prior to the semester schedule Parent-Teacher-Student Conference date.
- ii. At eight (8) absences or lates a letter will be sent with a follow up to discuss the attendance concern and potential solutions. Student Services will continue to monitor.
- iii. At nine (9) to eleven (11) absences or lates a meeting will take place with the stakeholders as determined by each high school administration. Student Services will continue to monitor.
- iv. At twelve (12) absences or lates a letter will be sent with a follow up to discuss the number of absences of the student and to discuss potential solutions. Student Services will continue to monitor.
- v. At fifteen (15) absences (suspensions included) or lates the student will be interviewed and may be dismissed from that particular class and no longer eligible to receive a final grade for that particular class.

b. For students under the age of 16 years:

The following interventions for absences or lates will occur:

- i. At three (3) to five (5) absences or lates, Student Services will be notified to assist the student in being more successful if the concern occurs prior to the scheduled Parent-Teacher-Student Conference date.
- ii. At eight (8) absences or lates a letter will be sent with a follow up to discuss the attendance concern and potential solutions. Student Services will continue to monitor the student's progress.
- iii. At nine (9) to eleven (11) absences or lates a meeting will take place with the stakeholders as determined by each high school administration. Student Services will continue to monitor.
- iv. At twelve (12) absences or lates a meeting will take place involving all the stakeholders as determined by each high school administration. Student Services will continue to monitor the student's progress.
- v. At fifteen (15) absences (suspensions included) or lates the student may be dismissed from that class and will no longer be eligible to receive a final grade. One of the following will occur:
 - (1) Alternate placement within the school for the purpose of study hall or LRP/tutorial.
 - (2) Alternate placement at Cornwall (grade 9)
 - (3) Alternate placement at St. Luke (grade 10)

4. All interventions must be clearly documented for all students.
5. All students will have an opportunity to register for the course (if offered) in the first semester of the next academic year.
6. **Appeal Process**
Each school will create an Attendance Committee to deal with appeals.
 - a. Application for Exemption - Prior Knowledge (F9110.1)
Where there are extenuating circumstances an *Application for Exemption* must be presented to the Attendance Committee as soon as it is known that the student will be absent but no later than two (2) weeks before the actual student absence. Such situations may be an opportunity for an educational trip, a stay in the hospital due to surgery, etc. This is a situation that doesn't necessarily occur in every student's life. The form *Application for Exemption - Prior Knowledge* must be completed.
 - b. Application of Appeal - Extenuating Circumstances (F9110.2)
There may be situations that are unforeseen and that do not fall under the "**Exemption**" category. These situations may occur suddenly that will put the student beyond the fifteen (15) absences. Such situations may be a sudden illness or sudden hospitalization, a funeral, etc. If a student would like to make an *Application of Appeal - Extenuating Circumstances* it must be given to the Attendance Committee as soon as possible. The committee may put conditions on the continuance in the course. While the student and the parents/guardians are waiting to hear from the Attendance Committee on this matter, the student will be expected to attend class until official notification is provided.
7. **Attendance Committee** will consist of a minimum of two (2) people including administration from each school. The committee will deal with all exemptions or appeals within their own high school. The committee will meet within five (5) days after an **Application for Exemption – Prior Knowledge (F9110.1)** or an **Application of Appeal – Extenuating Circumstances (F9110.2)** is filed. The committee will notify the applicant within a 24-hour period after their meeting of their decision. While the student and the parents/guardians are waiting to hear from the Attendance Committee on this matter, the student will be expected to attend class until official notification is provided.